



General Services Administration
Northwest/Arctic Region
Downtown Seattle Field Office
915 Second Avenue, Room 566
Seattle, WA 98174

April 20, 2011

MEMORANDUM FOR THE RECORD

FROM: Michael S. Westvold
Lead Property Manager (10PSWD)

SUBJECT: Quarterly Tenant Meeting Minutes April 20, 2011

OPERATIONS & MAINTENANCE: Jim Glenn of Northern Management Services Inc., (NMSI) was in attendance.

- Tenants appreciate the overall responsiveness of the hotline and the email option.
- All tenants are reminded to use the 1-800 806-8145 number for all building maintenance service calls and to call 911 for any actual emergencies.

Please contact the GSA Service Call Hot Line at (1-800-806-8145).

CUSTODIAL & GROUNDS: Tracee Christie of Northwest Center Industries, (NWCi) was in attendance.

- The issue and use of leaf blowers was discussed. The environment impact, the noise and the dust and a disregard for people walking in the area. The man running the blower doesn't stop for anything or anyone.
- The 1st floor women's restroom is adjacent to the USCG testing facility and the custodian who clean this area need to be advised to keep their voices down because it disturbs the people being tested.
- Doors are being left unlocked on the 8th floor offices of IRS.

Please contact the GSA Service Call Hot Line at (1-800-806-8145).

CONCESSIONS: John Rivett of Sodexo was in attendance.

- The café manager and staff would like to thank everyone for their support of the Café.

SECURITY & SAFETY: DHS-FPS was not in attendance.

- There was positive feedback regarding the new access procedures.

All security and related calls should be reported to the Denver Mega-center (1-877-437-7411).

PROJECTS & SPACE MANAGEMENT: Chris Helmer and Amy Hill were in attendance from the JFB ARRA project team.

- Project/Construction Manager – Chris Helmer expressed his appreciation to the GSA tenants and we received positive comments from all agencies on the transparency of the project.

MISCELLANEOUS

- A brief description of the new JFB Tenant Electronic Communications Handbook (TECH) (website) was presented during the meeting with a full demonstration to follow the meeting.
- Announcement of the 2011 GSA Customer Satisfaction survey to be conducted in the months of May and June. GSA will be setting up 2 laptop computers in the Café' for those who want to complete the electronic version of the survey. The survey will be distributed the 1st week of May.
- Spring Cleaning Dumpster is scheduled to arrive Monday, April. 25, 2011. Same rules apply as in the past, no computer monitors, hazardous waste and the necessary paperwork for disposal of GOV personal property. Guidance on how to dispose of personal property is available from GSA-FAS (Joy Schneider 253-931-7523)
- Duane Taylor of GSA-FAS (telecommunications support) announced that he will be retiring as of May 31, 2011. Duane's replacement, Larry Wyer was introduced.
- Mac Sevaraid discussed a number of events for Bike to Work and provided is contact information to those who were interested.

The next quarterly tenant meeting will be at 10:00 AM, April 20, 2011 in the Plaza Steps Café (Eagle Room) of the Jackson Federal Building.